Candy Shop Activity

Auto Sum

3rd Grade
Created by Mrs. Butcher

EXCEL SPREADSHEETS

Excel is software that lets you create tables, and calculate and analyze data. This type of software is called spreadsheet software. Excel lets you create tables that automatically calculate the totals of numerical values you input, print out tables in neat layouts, and create simple graphs.

Microsoft Excel Vocabulary

MICROSOFT EXCEL VOCABULARY WORDS

Active Cell – The cell in your worksheet that has been selected. It will have bolder gridlines around it.

AutoFill – A feature that allows you to quickly apply the contents of one cell to another cell or range of cells selected.

AutoSum – A function that automatically identifies and adds ranges of cells in your worksheet.

Cell – The rectangular shaped area on a worksheet that is created by the intersection of columns and rows.

Cell Address – The name of the cell is determined by the name of the row and the column intersecting, such as A8.

Cell Grid – The lines on your worksheet that separate the columns and rows.

Column – In a worksheet, the vertical spaces with headings A, B, C, and so on.

Drag – When you move the mouse while holding down the mouse button (usually the left) to select a range of cells.

File – A document that is stored on your computer. In Excel, a file is also known as a workbook.

Fill Down – A feature that allows you to copy information in an active cell to another cell or range of cells selected vertically.

Fill Right – A feature that allows you to copy information in an active cell to another cell or range of cells you have selected horizontally.

Formula – A combination of numbers and symbols used to express a calculation.

Formula Bar – A command line above the worksheet where text, numbers, and formulas are entered into a worksheet.

Function – A drop-down menu item and a button on the standard toolbar that allows you to select a formula that you wish to apply to data in your worksheet.

Headings – The identifying letters and numbers for columns and rows. Columns are identified with letters, rows with numbers.

Label – The identifying name that reflects the information contained in a column or row in a worksheet, such as *name* or *date*.

Row – In a worksheet, the horizontal spaces with the headings 1, 2, 3, and so on.

Sheet Tabs – Tabs you see at the bottom of your workbook file, labeled Sheet 1, Sheet 2, and so on. You can rename the tabs. They represent worksheets within the workbook.

Workbook – An Excel file that contains individual worksheets. Also called a spreadsheet file.

Worksheet – A "page" within an Excel workbook that contains columns, rows, and cells.

Excel Rubric

Criteria	Score
• Correctly open and use the file. • Correctly format the assigned spreadsheet, data, and chart. • Followed all the required steps and completed all tasks. • Correctly turn in the assignment when completed.	4
• Correctly open and use the file. • Mostly correct spreadsheet, data, and charts. • Followed most of the required steps. • Completed most tasks. • Correctly turn in the assignment when completed.	3
• Needed help to open and use the file. • Some mistakes in the spreadsheet, data, and chart. • Followed some of the required steps. • Completed some tasks. • Needed help to turn in the assignment when completed.	2
• Needed help to open and use the file. • Many mistakes in the format of the spreadsheet, data, and chart. • Missing most of the required steps. • Missing most tasks. • Needed help to turn in the assignment when completed.	1

Accessing the File
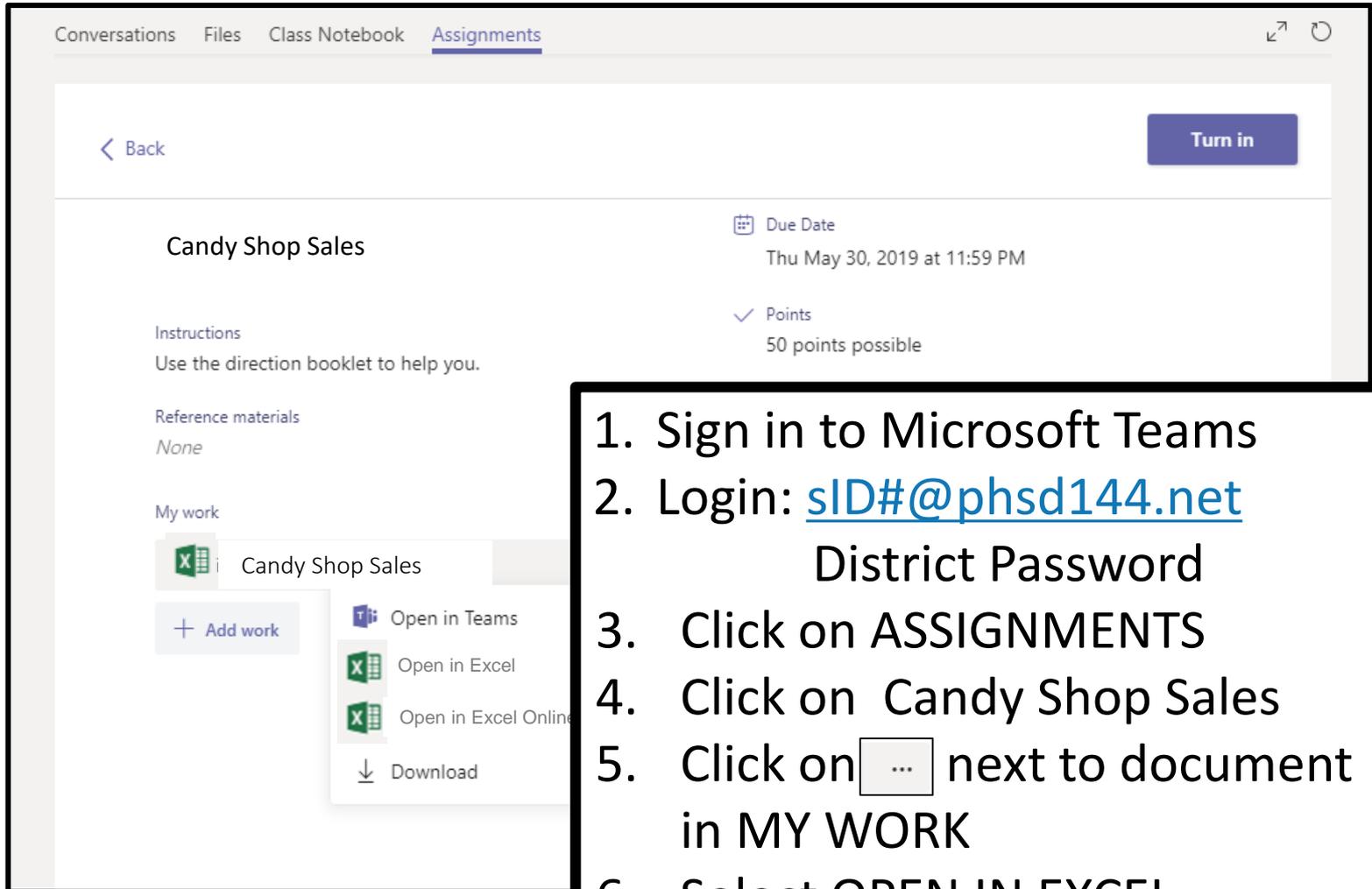
Conversations Files Class Notebook **Assignments**

‹ Back   **Turn in**

Candy Shop Sales

📅 Due Date
Thu May 30, 2019 at 11:59 PM

Instructions
Use the direction booklet to help you.

✓ Points
50 points possible

Reference materials
None

My work

☒ Candy Shop Sales

+ Add work

📊 Open in Teams
☒ Open in Excel
☒ Open in Excel Online
⬇ Download

1. Sign in to Microsoft Teams
2. Login: sID#@phsd144.net
   District Password
3. Click on ASSIGNMENTS
4. Click on Candy Shop Sales
5. Click on ⋯ next to document in MY WORK
6. Select OPEN IN EXCEL.

Candy Shop Sales

Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7
Total			

Hint-you will need to make the columns and rows larger. Click and drag the lines to resize.

Task:
You are the owner of a candy shop. Follow the steps to create a spreadsheet for the various types of candy that you sell.
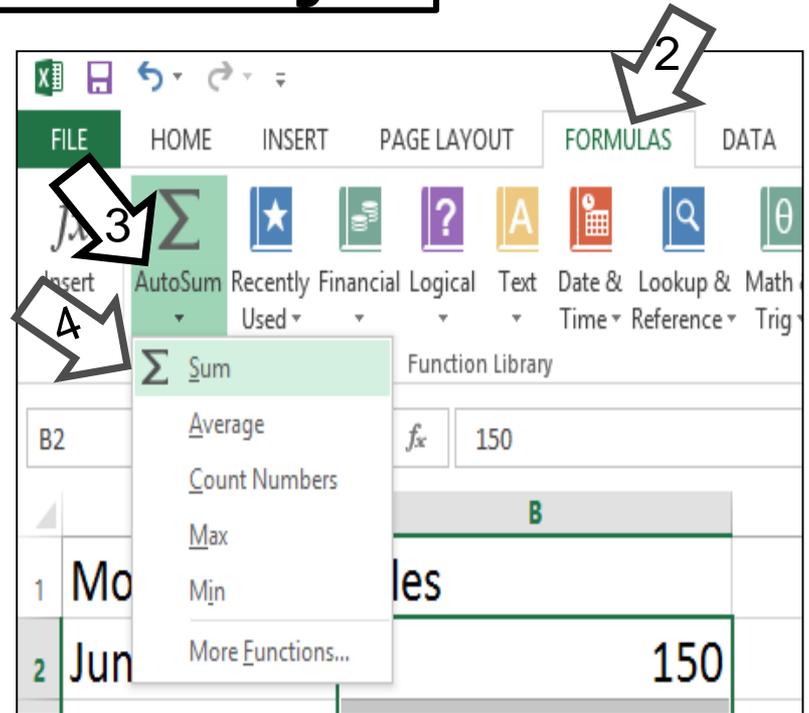
Steps

1. Enter the information into the cells on your spreadsheet.

Adding the Cells for Monday

Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7
Total			

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA

Insert AutoSum Recently Financial Logical Text Date & Lookup & Math
                  Used   Time Reference Trig

Σ Sum   Function Library
  Average   B2   fx   150
  Count Numbers   B
  Max   1   Mo   les
  Min   2   Jun   150
  More Functions...

1. Highlight the column for Monday using your mouse.
2. Select **Formulas** from the top toolbar
3. Select **AutoSum**
4. Select **SUM**
5. Excel will add the numbers in the cells and display the total.
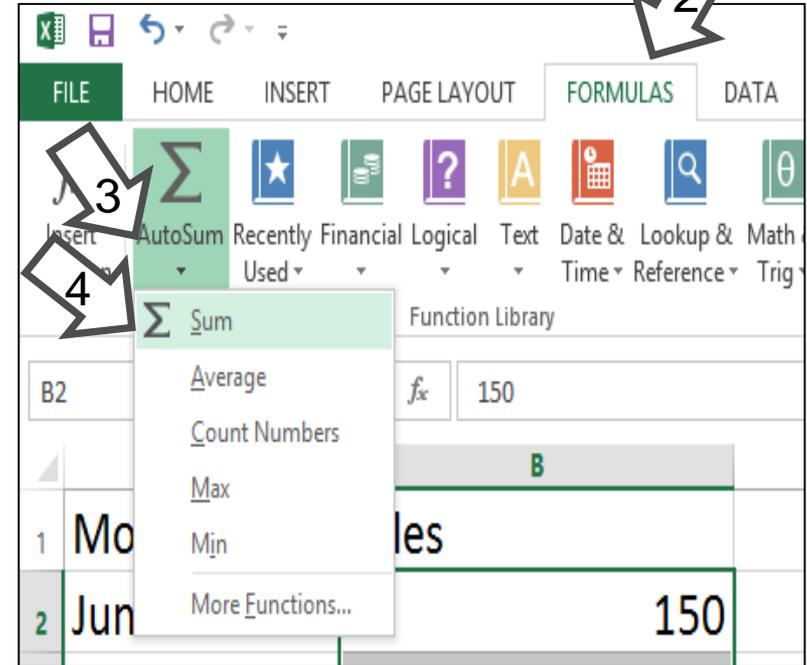
Adding the Cells for Tuesday

Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7
Total			
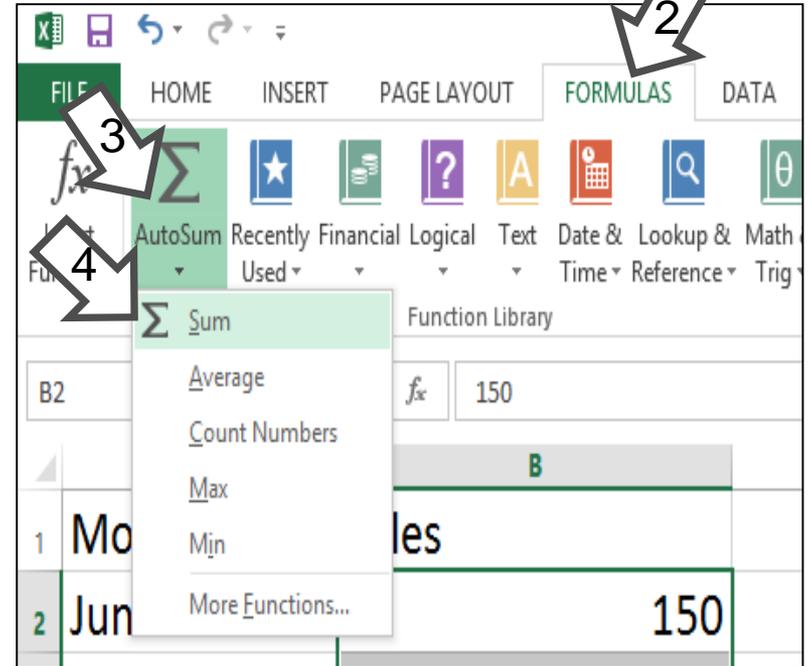
1. Highlight the column for Tuesday using your mouse.
2. Select **Formulas** from the top toolbar
3. Select **AutoSum**
4. Select **SUM**
5. Excel will add the numbers in the cells and display the total.

Adding the Cells for Wednesday

Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7
Total			

1. Highlight the column for Wednesday using your mouse.
2. Select **Formulas** from the top toolbar
3. Select **AutoSum**
4. Select **SUM**
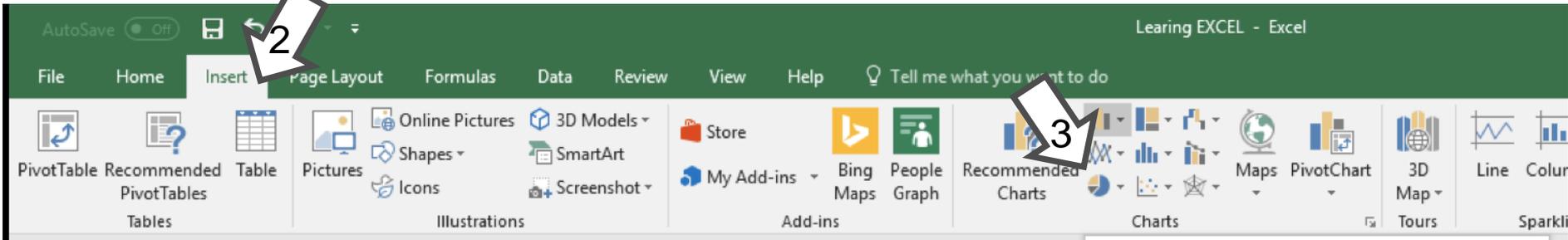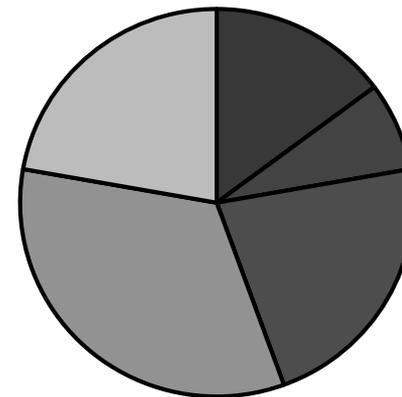5. Excel will add the numbers in the cells and display the total.

Create a Pie Chart

Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7
Total			

Steps
1. Highlight the cells for Monday.
2. Select Insert
3. Select a Pie chart
4. Create the correct chart title

Craves Candy Company Monday Sales
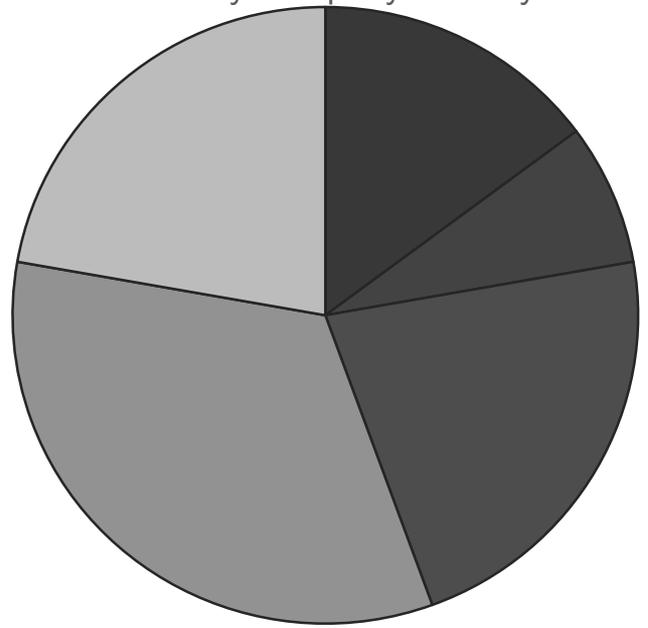

■Truffles ■Fudge ■Candy ■Chocolate Bars □Cookies

Designing the Chart

Home	Insert	Page Layout	Formulas	Data	Review	View	Chart Design	Format

Add Chart Element | Quick Layout | Change Colors

3

Steps
1. Click on the chart to select it
2. Then select design
3. Select a pie chart that includes percentages.
4. Your new chart should look like this.

1

Craves Candy Company Monday Sales

■ Truffles ■ Fudge ■ Candy ■ Chocolate Bars ■ Cookies

4

Craves Candy Company Monday Sales

15%
8%
22%
22%
33%
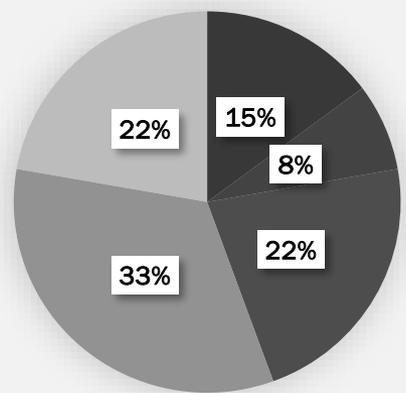
■ Truffles
■ Fudge
■ Candy
■ Chocolate Bars
■ Cookies

Does your Screen look like this?

If your screen looks like this, then you are done.

Craves Candy Company			
	Monday	Tuesday	Wednesday
Truffles	4	6	3
Fudge	2	2	1
Candy	6	5	9
Chocolate Bars	9	8	9
Cookies	6	6	7
Total			

Craves Candy Company
Monday Sales

15%
8%
22%
22%
33%

- Truffles
- Fudge
- Candy
- Chocolate Bars
- Cookies